



STATE OF MONTANA MONTANA DEPARTMENT OF TRANSPORTATION JOB PROFILE AND EVALUATION

SECTION I - Identification

Working Title:	Occupational Health and Safety Specialist	Department:	Transportation
Class Code Number:	299116	Division & Bureau:	Human Resources Office of Occupational Safety and Health
Class Code Title:	Occupational Health and Safety Specialist	Section & Unit:	
Pay Band:	6	Work Address:	2701 Prospect Avenue Helena, MT 59620
Position Number :	52010, 55010	Phone:	(406) 444-6332
<input type="checkbox"/> FLSA Exempt	<input checked="" type="checkbox"/> FLSA Non-Exempt		
Profile done by:	Ray Eby Occupational Health and Safety Specialist Office of Occupational Safety and Health	Work Phone:	(406) 444-7673

Jennifer Jensen, HR Division Administrator

Work Unit Mission Statement or Functional Description:

The Human Resource Division provides leadership for a comprehensive human resource program for over 2,200 employees of the Montana Department of Transportation, located in five districts across the State of Montana and in the Helena headquarters. Division responsibilities include attracting and retaining a talented and diverse group of employees with career advancement potential; creating a organizational culture that encourages growth and continuous learning opportunities; promoting a high level of professionalism, innovation, and productivity; creating a safe working environment for all agency employees; and developing policies, systems, and service strategies that contribute to the welfare of the agency and employees while being mindful of it's responsibility to maintain confidentiality, be supportive, and provide a flexible atmosphere. The Division maintains a supportive, customer-service orientation and is responsive to the changing needs and expectations of the agency it serves.

The Office of Occupational Safety and Health administers the following programs: Occupational Safety and Health addressing compliance with standards, rules and guidelines applicable to general, construction and transportation industries; Workers' Compensation Claims Management; Return to Work Program/Work Thru Program; Risk Management & Tort Defense.

Describe the Job's Overall Purpose:

This position provides professional development, implementation, and management of occupational safety and health, employee safety, and risk management programs for the agency at the district level. The position serves as the district expert on the implementation and administration of safety programs; interpretation of safety regulations; safety awareness; safety training, and safety compliance. The position jointly reports to the District Administrator and the Occupational Safety and Health Manager and does not supervise others.

PROGRAM MANAGEMENT**100%**

Manage the activities of the district's employee safety and occupational safety and health programs. Design, develop, and recommend programs and maintain occupational safety and health compliance. Direct and identify proper work methods to managers, supervisors and staff. Examine alternatives, design, develop, and present safety training, review innovative and comprehensive solutions; and resolve program problems to meet departmental needs and comply with local, state, and federal safety regulations. Analyze, review, evaluate, and report program effectiveness. Formulate and recommend strategies for accident and injury prevention; safe work environment; protection for the general public; and reduction of costs associated with accidental losses, tort liability and compliance with federal, state, and local safety regulations. Develop, coordinate, and conduct safety meetings and professional safety training on accident and injury prevention, as well as on compliance procedures for agency managers, supervisors and staff. Identify, research, preview, and evaluate safety resource materials for agency managers to ensure work practices meet applicable requirements.

- 1) Promote planning approach to daily work activities:
 - Discuss and demonstrate this process to supervisors and work crews;
 - Assist in developing Job Safety Analysis for specific tasks performed by workers;
 - Periodically participate in this activity at varying locations; and
 - Review the use of this process by crews and track its effectiveness (from both a preventive and efficiency perspective).
- 2) Conduct work site reviews:
 - Participate in project planning with management staff with a goal of identifying potential hazards and control methods;
 - Observe work activity and apprise supervisor and/or workers of hazards when noticed; and
 - Advise about appropriate personal protective equipment (PPE) selection and use when necessary.
- 3) Facility audits:
 - Establish a schedule of formal safety and property loss management inspections to be conducted by the individual holding this position; and
 - Train location personnel to perform self inspections on a regular basis, and establish a schedule for completion of these inspections.
- 4) Accident investigation and analysis:
 - Assist with the investigation of serious accidents and injuries when possible;
 - Review every Report of Incident, First Report of Injury, and Supervisor's Investigation Report filed in each District; and
 - Identify causal trends and preventive measures to be taken.
- 5) Safety committees:
 - Select the Incident Reports for the committees to review;
 - Serve as the primary source for scheduling, conducting, and facilitating the meetings; and
 - Participate as a subject matter expert in committee discussions.
- 6) Emergency response:
 - Conduct Emergency Action Plan (EAP) drills;
 - Update Emergency Action Plan (EAP) when needed; and
 - Train Building Emergency Action Team (BEAT) members.

7) Ergonomics:

- Conduct workstation assessments for District personnel; and
- Respond to employee physical complaints with a goal of identifying work modification to achieve relief from pain symptoms.

8) Safety training:

- Be a source of training expertise on safety subjects i.e. hazard communication, fall protection, respiratory protection, personal protective equipment (PPE) selection, lockout/tag out, confined space entry, etc. for individual or group training needs; and
- Provide manager/supervisor training on behavioral safety concepts, development of a safety culture, accident investigation, and reporting procedures.

9) Regulation consultant:

- Research and interpret safety rules and regulations to help assure compliance within the District.

10) Office of Occupational Safety & Health representative:

- Work in conjunction with Helena headquarters personnel to support program initiatives and convey organizational message to local audience; and
- Provide information and support to risk management and workers' compensation program coordinators.

2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position.*

Develop a safety culture that applies equally well for all district staff. Work extensively to convince management of the importance of safety in the work place and the importance of proper disability management and Early Return-to-Work (ERTW) programs. Explain the benefits to managers and employees on the physical and financial impacts of effective safety and Early Return-to-Work (ERTW) programs. Work with qualified companies to ensure that any potential safety problems are mitigated or reorganized for immediate abatement.

3. *The most complicated aspect of this position is?*

The most complicated aspect of this position is the negotiations between various parties/entities that must take place to arrive at a solution to a safety compliance issue. The incumbent has to serve as a bridge between management personnel, who often have production deadlines and budget issues, and established safety regulations or compliance personnel with only a compliance perspective. The incumbent has to be sensitive to the production needs of the agency while remaining true to the spirit of safety regulations and an advocate for employee safety. The incumbent must be capable of persuading both sides of these issues to acknowledge the value of the other's positions on an issue. The incumbent must be capable of either gaining concessions or arriving at compromises that in the end serve the production goals of the agency without sacrificing the safety of employees.

4. *Guidelines, manuals or written procedures support this position are?*

- 29 CFR 1910 – General Industry Occupational Safety & Health Standards
- 29 CFR 1926 – Safety & Health Regulations for Construction
- All applicable standards incorporated by reference under the OSHA Act.
- 30 CFR Mine Safety - Mineral Resources
- 49 CFR USDOT – Transportation
- MDT Employee Safety Policy & Procedures Manual
- Uniform Fire Code

- Life Safety Code (NFPA 101)
- National Electrical Code (NFPA 70)
- Department of Administration RMTD Manual
- Montana Workers' Compensation And Occupational Disease Laws
- Title 50 Montana Laws Relating to Industrial Safety

5. Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

Program management and safety compliance are considered essential functions because they require specialized expertise and are the reason the position exists. The mental and physical demands associated with these essential functions are:

- Extensive travel by automobile in a large geographical area
- Remaining seated for extended periods of time
- Walking; bending; stooping; climbing; standing; crawling
- Occasional entrance into confined spaces
- Occasional exposure to hazardous materials or substances; fumes; dusts; extreme temperatures; unpleasant odors, sights, or sounds
- Operating a personal computer
- Communicate in writing, in person and over the phone
- Ability to multi-task
- Making decisions in a timely manner
- Demand for accuracy in all aspects of work
- Ability to meet deadlines
- Comparing data
- Compiling, analyzing, coordinating, integrating, and synthesizing information
- Negotiation skills
- Persuasion skills
- Ability to interpret regulatory information and develop practical methods for implementation
- Ability to problem-solve and apply effective solutions

6. Does this position supervise others? ☐ Yes ☒ No

Number directly supervised:
Complexity level of the positions supervised.
Position Number(s) of those supervised .

7. This position is responsible for:

- | | | | |
|-------------------------------------------------|---------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Hiring | <input type="checkbox"/> Firing | <input type="checkbox"/> Supervision | <input type="checkbox"/> Pay Level |
| <input type="checkbox"/> Performance Management | | <input type="checkbox"/> Promotions | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Other: | | | |

8. Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE

Public Safety/Laws — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people and property. Knowledge of laws, precedents, and government regulations, including extensive knowledge of federal, state, and local safety regulations; insurance principles/concepts, and accident and injury investigation techniques.

Education and Training — Knowledge of principles and methods for curriculum and training design for adult learners, teaching and instruction for individuals and groups, and training evaluation.

Mathematics — Knowledge of arithmetic, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILLS

Writing/Reading Comprehension — Effective written communication and reading comprehension skills.

Communication — Effective speaking and active listening skills.

Judgment and Decision Making — Effective judgment and decision-making skills.

Problem Solving — Effective problem solving skills.

Mathematics — Effective mathematics skills.

Active Learning — Effective skills in learning new information and understand the applicability to both current and future problem solving and decision-making.

Social Perceptiveness — Effective interpersonal skills.

Computer Hardware and Software — Word-processing, spreadsheets, and presentation design skills.

Deductive Reasoning — Apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.

Behaviors required to perform these duties?

INTERPERSONAL SKILLS

Builds constructive and effective relationships with internal and external customers. Listens actively and attentively and demonstrates an appreciation of other perspectives. Builds the appropriate rapport required to do business. Openly demonstrates an understanding of and respect for the value of co-workers' contributions to the MDT mission. Supports team decisions and results through actions and communication. Addresses misunderstandings directly and clearly, follows up, communicates at others' level of understanding or interest, gives and solicits feedback and consistently finds ways to secure others' support.

DECISION-MAKING

Identifies and considers possible alternatives before making decisions. Bases decisions on achieving desired outcomes pursuant to the departmental business plan or management direction. Uses a combination of analysis, experience, and sound judgment. Uses logic and reasoning combined with solid, accurate analysis.

CREATIVE PROBLEM-SOLVING

Displays the ability to generate ideas, fresh perspectives and original approaches and to engage in open-minded thinking. Thinks "out of the box" and goes beyond traditional ways to address issues despite obstacles or resistance. Identifies critical information necessary to analyze problems. Applies new ideas, methods, designs, and technologies, draws from discipline beyond own areas of expertise when solving problems and making decisions, maintains proper perspective between the overall picture and the details.

ADAPTABILITY/FLEXIBILITY

Adapts to changing conditions and work responsibilities. Accepts constructive criticism and suggestions and uses them to improve performance. Deals with anger, frustration and disappointment in a mature manner. Maintains objectivity and seeks solutions acceptable to all. Maintains positive approach, optimism, and motivation.

LEADERSHIP/ MENTORING

Sets goals that provide challenge. Measures goal attainment regularly. Creates own measures of excellence. Displays a contagious optimism about the work to be done. Employs strategies to promote ideas and proposals to increase probability of acceptance. Mentors others in their weak areas to improve the performance necessary to achieve success. Honors commitments and agreements. Treats people fairly, with courtesy and respect, in a positive and consistent manner. Demonstrates a willingness to collaborate in order to meet goals and gain cooperation.

ACCOUNTABILITY/INITIATIVE

Accepts personal responsibility for quality and timeliness of work products. Reflects a belief that the results achieved are a direct result of his/her personal decisions and actions. Refuses to offer or accept excuses for failure. Responds positively to challenges. Recognizes inefficient or ineffective processes; offers and promotes alternative solutions. Establishes and achieves deadlines. Recognizes what needs doing and does it without being told. Reviews work to ensure accuracy, completeness, and quality.

ETHICS / INTEGRITY

Considers MDT's Vision, Mission, Values, and Team Norms in making decisions and taking actions. Practices what he/she preaches. Maintains ethical standards in internal and external business dealings, accepts responsibility. Consistently models high standards of honesty, integrity, trust, openness, and respect.

COMMITMENT

Helps and supports others in their work to contribute to overall success. Willingly accepts more responsibility or more work. Exhibits a sense of ownership in a project or the resolution of a problem. Looks for opportunities for improving work methods. Demonstrates a desire and willingness to excel, to improve and to be proficient in the position. Actively seeks out learning opportunities. Follows through and meets commitments in a timely manner. Relied upon by others as a source for valid information. Can be counted on to meet deadlines.

COMMUNICATION

Encourages open, honest and constructive expression of ideas and opinions. Demonstrates active listening skills. Asks questions or requests more information for further understanding. Responds directly and thoroughly to questions. Listens to and demonstrates compassion or sensitivity towards others' viewpoints and opinions. Addresses misunderstandings and misperceptions directly and clearly. Is sensitive and uses good judgment in receiving, communicating, and managing confidential information. Builds rapport, establishes strong, cooperative working relationships and interaction. Provides support, appreciation, and recognition to others. Creates an atmosphere of trust by interacting openly and directly. Exhibits composure and straightforwardness. Demonstrates diplomacy and tact.

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable and related fields of study:

Required/Acceptable: Occupational Safety and Health, Industrial Hygiene, Industrial Psychology, Occupational Therapy, Environmental Health, Industrial Technology, or a closely related field.

Coursework in Occupational Therapy and/or Public Health Education would be helpful; and additional coursework in Risk Management and/or loss control is desirable.

Related:

Other education, training, certification, or licensing required (specify):

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

☐ No prior experience required

☐ 1 to 2 years

☒ 3 to 4 years

☐ 5 or more years

Other specific experience (optional):

Requires a minimum of four (4) years of directly related experience interpreting federal and other safety regulations and guidelines, compliance, insurance, risk management, Workers' Compensation laws/claims, hazardous materials, adult training, or closely related experience (e.g. ergonomic assessments, accident investigation, etc.) Experience may substitute for education on a year-for-year basis.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

SECTION IV – Other Important Job Information

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: Title

Signature Date

Immediate Supervisor:

Name: District Administrator
Title

Signature Date

Division/District Administrator:

Name: Title

Signature Date

Division/District Administrator:

Jennifer Jensen Administrator, Human Resources Division
Name: Title

Signature Date

Department Designee:

Jennifer Jensen Administrator, Human Resources Division
Name: Title

Signature Date
